**[Place Dates/Years in Left Column; If you do NOT have entries in a specific category, skip it. Only include a section if you have things to add to it.]**

**PERSONAL INFORMATION**

 Professional address, phone, fax, email

 Home address, mobile phone, fax, email (Use mobile phone as Primary Contact #)

 Date of Birth:

 Place of Birth: city,state,country

 Citizenship: if dual, state the countries

 Spouse/Family Members (Optional):

 **Never enter your Social Security Number in this information.**

**EDUCATION** (Include degrees and dates.)

 Medical School: Dates, degree, graduation honors (e.g. *cum laude*)

 Graduate School: Dates, degree, thesis/dissertation mentor, graduation honors (e.g. *cum laude*)

 College/University: Dates, degree(s), graduation honors (e.g. *cum laude*)

**POSTGRADUATE TRAINING**

 Internship: Dates, institution, city/state, Program Director

 Residency: Dates, institution, city/state, Program Director

 Fellowship: Dates, institution, city/state, Program Director

 Special Training: Dates, institution, city/state, Program Director

**PRESENT ACADEMIC RANK AND POSITION** (Skip this section of academic rank if you do not have one.)

 Example: Professor of Medicine, Anytown Medical School

 Consultant, Department of Internal Medicine

 Division of Gastroenterology

 Anytown Medical School

**CERTIFICATIONS** (for residents)

(List ACLS, ACVLS, CITI training dates)

**BOARD CERTIFICATION** (List Board Name, Date of Certification, Valid Dates of Certification)

**MEDICAL LICENSURE** (Indicate state and license number only; date is not necessary. If you are a resident and do not have permanent licensure, list your USMLE I, II-K, II-C, and III scores and/or pass status and dates taken.)

**HONORS AND AWARDS** (Include Teacher of the Year, honors from undergraduate school, Phi Beta
 Kappa membership, AOA, etc.)

**MILITARY SERVICES** (Complete if applicable; include branch of service, rank, place, and dates.)

**PREVIOUS PROFESSIONAL POSITIONS AND APPOINTMENTS** (Academic Research, Clinical—

 list chronologically, beginning with earliest appointment.)

**EDUCATION—TEACHING** (In your role as teacher, list dates and names of courses taught, chairships held, time spent as leader of rounds, seminars presented, student advisor roles filled, etc.)

 Medical School:

 Graduate School:

 Continuing Education:

 Other Institutions (prior to current position):

**EDUCATION—JOURNALS** (List membership on editorial boards, position as scientific reviewer for

 medical journals, etc.)

**GRADUATE STUDENTS/POSTDOCTORAL FELLOWS WORKING FOR YOU** (List individuals’

 names, number of years working for you, name of program, etc.)

**INSTITUTIONAL, DEPARTMENTAL, AND DIVISIONAL ADMINISTRATIVE**

 **RESPONSIBILITIES, COMMITTEE MEMBERSHIPS, AND OTHER ACTIVITIES** (List all,

 including years active. If still active, list date as follows: 19\*\*- Current)

**PROFESSIONAL AND SOCIETY MEMBERSHIPS**  (List dates, offices held, and committee

 responsibilities.)

**INVITED VISITING PROFESSORSHIPS** (List dates, place, and professorship title.)

**PRESENTATIONS AT NATIONAL MEETINGS** (List dates, meeting names, places, and topics.)

**PRESENTATIONS AT INTERNATIONAL MEETINGS**  (List dates, meeting names, places,
 and topics.)

**INTRAMURAL PRESENTATIONS**  (Presentations at the physician’s hospital or institutions,
for example, presentations, Mortality and Morbidity Conferences, or Journal Club
meeting at Grand Rounds, or formal presentations to medical students.)

**CLINICAL PRACTICE, INTERESTS, AND ACCOMPLISHMENTS**

**RESEARCH INTERESTS**

**RESEARCH GRANTS AWARDED** (Include grant number and title, time period, and Category 1 time.)

**VOLUNTEERISM/COMMUNITY SERVICE** (Include both medically and non-medically related activities.)

**BIBLIOGRAPHY**

 Publications—Journals (List in order shown.)

 Published articles—List in chronological order with oldest first

 “In Press” for those articles accepted but not printed

 “Submitted” for those submitted but not yet accepted or rejected

 “In Preparation” for those written but not submitted

 List those you are working on but have not yet written under XIX,
 “Research Interests”; include coauthors.

 Publications—Abstracts, Editorials, Book Chapters (Following the title, identify in parentheses

 what each one is: abstract, editorial, or book chapter. Put all abstracts in a separate

 grouping.)